

## How to Submit an Initial Private Security Registration Application

Go to <http://www.dcjs.virginia.gov/rocs/Login.aspx>.

**You must have first registered in the system before you can login. If you have not registered, please see instructions on “how to register in the new ROCS system.”**

The screenshot shows the login page for the DCJS Regulatory On-Line Credentialing System (ROCS). At the top, there is a banner with the text "Improving and promoting public safety in the Commonwealth". Below the banner, on the left, is a "Menu" section with two links: "Register a Person" and "Register a Business". The main content area has a heading "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below the heading, there is a paragraph explaining that users must register with the e-Government site. It provides instructions for users who are already registered (enter user name and password, click login) and for new users (read the list below, choose the option that best fits their circumstance). The list contains two bullet points: one for professional licenses and one for business or facility licenses. Below the list, there are input fields for "User Id:" and "Password:", followed by a "Login" button. At the bottom, there is a link to click if the user has forgotten their password.

Menu

- Register a Person
- Register a Business

### Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id:

Password:

Click [here](#) if you have forgotten your password.

Enter user id and password.

http://www.dcjs.virginia.gov/rocs/Login.aspx

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http://www.dcjs.virginia... corporate\_complete

Page Safety Tools

### Menu

- Register a Person
- Register a Business

## Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id\*:

Password\*:

Login

Click [here](#) if you have forgotten your password.

Internet 100%

Then click the “login” button.

The screenshot shows a web browser window with the address bar displaying <http://www.dcs.virginia.gov/rocs/Login.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The page content features a left-hand menu with the title "Menu" and two options: "Register a Person" and "Register a Business". The main content area is titled "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below the title, a paragraph explains that users must register with the e-Government site and provides instructions for logging in. A bulleted list offers specific registration paths for professional and business licenses. At the bottom, there are input fields for "User Id:" and "Password:", followed by a "Login" button. A link to "here" is provided for users who have forgotten their password. The browser's status bar at the bottom shows "Internet" and a 100% zoom level.

http://www.dcs.virginia.gov/rocs/Login.aspx

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Sign In

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http://www.dcs.virginia.gov/rocs/Login.aspx corporate\_complete

Menu

- Register a Person
- Register a Business

## Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id:

Password:

Login

Click [here](#) if you have forgotten your password.

Internet 100%

When you have successfully logged in, you will see the licensing homepage with your name and address.

The screenshot shows a web browser window with the address bar displaying <http://www.dcjs.virginia.gov/rocs/Home.aspx>. The browser's toolbar includes buttons for back, forward, search, and various utility icons. Below the browser window, the DCJS homepage is visible. The header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left-hand menu lists options: Initial Application, Renew License, Duplicate License, Demographics Update, License Address Change, Manage Categories, Cart, and Logout. The main content area is titled "Licensing Home Page" and contains a paragraph explaining the license list and a link to obtain a DCJS ID. Below this, a section titled "Name" displays the user's profile information: Name: Example Profile, Address: 123 Street Road, Richmond, VA 23235, and Phone: 1234567890. A section titled "Licenses" shows a message: "No license". The browser's status bar at the bottom indicates "Done" and "Internet" connectivity.

http://www.dcjs.virginia.gov/rocs/Home.aspx

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Page Safety Tools

# DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

*Improving and promoting public safety in the Commonwealth*

## Menu

- Initial Application
- Renew License
- Duplicate License
- Demographics Update
- License Address Change
- Manage Categories
- Cart
- Logout

## Licensing Home Page

The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.

- Please click [here](#) to obtain your DCJS ID.

### Name

Name:	Example Profile	Address:	123 Street Road Richmond, VA 23235
		Phone:	1234567890

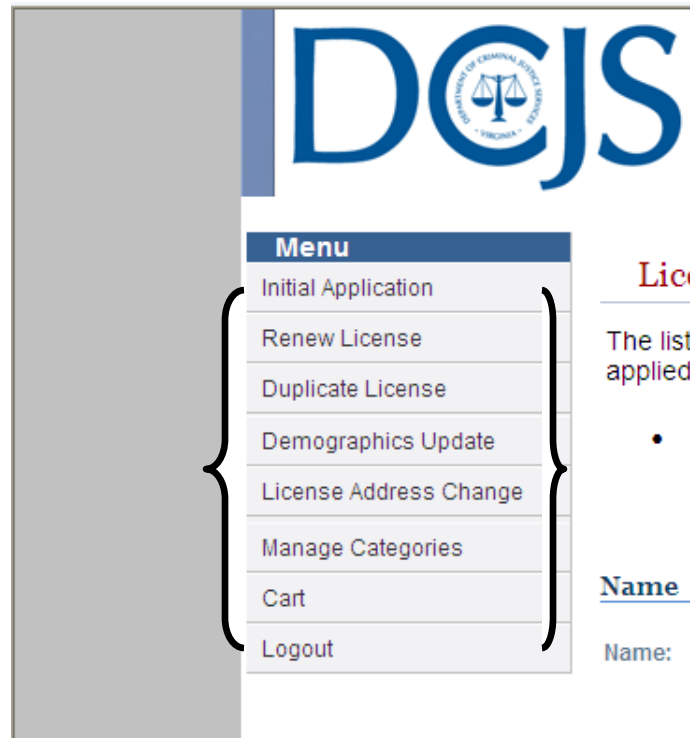
### Licenses

No license

Done Internet 100%

**Left side menu choices:**

1. **Initial application:** to submit an initial application.
2. **Renew license:** to renew a credential that is about to expire.
3. **Duplicate license:** request a replacement for a license that was lost.
4. **Demographics update:** change YOUR personal address.
5. **License address change:** for businesses and schools only. **DO NOT USE!!!**
6. **Manage categories:** to see categories on your registration—to include firearms—and to add categories.
7. **Cart:** to checkout.
8. **Logout:** to exit the system.



To submit an initial application:

Click “initial application” button on left menu.

The screenshot shows a web browser window displaying the DCJS website. The browser's address bar shows the URL <http://www.dcs.virginia.gov/rocs/Home.aspx>. The website header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth".

On the left side, there is a "Menu" section with the following options:

- Initial Application
- Renew License
- Duplicate License
- Demographics Update
- License Address Change
- Manage Categories
- Cart
- Logout

An arrow points to the "Initial Application" option. The main content area is titled "Licensing Home Page". It contains the following text:

The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.

- Please click [here](#) to obtain your DCJS ID.

Below this text, there is a section titled "Name" with the following information:

Name:	Example Profile	Address:	123 Street Road Richmond, VA 23235
		Phone:	1234567890

Below the "Name" section, there is a section titled "Licenses" with the following text:

No license

The browser window also shows a "Done" button at the bottom left and a "100%" zoom level at the bottom right.

You will then see this page:

The screenshot shows a web browser window with the address bar displaying <http://www.dcss.virginia.gov/rocs/SelectLicense.aspx?process=APP>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows the current page is <http://www.dcss.virginia.gov/rocs/SelectLicense.aspx?process=APP>. The browser's status bar at the bottom shows 'Internet' and a zoom level of 100%.

The main content area of the website features the DCJS logo and the text 'VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES' and 'Improving and promoting public safety in the Commonwealth'. A 'Menu' sidebar on the left contains links to 'Licensing Home Page' and 'Logout'. The main heading is 'Application for Licensure', followed by the instruction: 'Select the profession, type and application method for the license you'd like to submit application.'

The 'License Type Selection' section contains three dropdown menus:

- Profession: --Select Profession--
- License Type: --Select License Type--
- Obtained By Method: --Select Obtained By--

A 'Start Application' button is located below the dropdown menus.

Select “private security services” from the “profession” drop-down menu.

http://www.dcjs.virginia.gov/rocs/SelectLicense.aspx?process=APP

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http://www.dcjs.virginia... corporate\_complete

Page Safety Tools

**DCJS** VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
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**Menu**  
Licensing Home Page  
Logout

**Application for Licensure**

Select the profession, type and application method for the license you'd like to submit application.

**License Type Selection**

Profession: License Type: Obtained By Method:

--Select Profession--  
--Select Profession--  
Bail Bondsman  
Bail Enforcement  
Private Security Services  
SCOP

Internet 100%



Select “RE Registration” from the “license type” drop-down menu.

http://www.dcjs.virginia.gov/rocs/SelectLicense.aspx?process=APP

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Google Search

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Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcjs.virginia... corporate\_complete

Page Safety Tools

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**Menu**

- Licensing Home Page
- Logout

**Application for Licensure**

Select the profession, type and application method for the license you'd like to submit application.

**License Type Selection**

Profession: Private Security Services

License Type: RE Registration

Obtained By Method: --Select License Type--  
CA Compliance Agent  
IN Instructor  
RE Registration

Done Internet 100%

Select “application” from the “obtained by method” drop-down menu.

The screenshot shows a web browser window with the URL <http://www.dcjs.virginia.gov/rocs/SelectLicense.aspx?process=APP>. The browser's address bar and menu bar are visible. The DCJS logo and header are at the top. A left sidebar contains a 'Menu' with 'Licensing Home Page' and 'Logout'. The main content area is titled 'Application for Licensure' and includes instructions: 'Select the profession, type and application method for the license you'd like to submit application.' Below this is the 'License Type Selection' section with three dropdown menus: 'Profession' (set to 'Private Security Services'), 'License Type' (set to 'RE Registration'), and 'Obtained By Method' (set to '--Select Obtained By--'). The 'Obtained By Method' dropdown is open, showing 'Application' as the selected option. An arrow points to the 'Application' option. A 'Start Application' button is visible below the dropdown. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Menu

- Licensing Home Page
- Logout

### Application for Licensure

Select the profession, type and application method for the license you'd like to submit application.

#### License Type Selection

Profession: Private Security Services

License Type: RE Registration

Obtained By Method: --Select Obtained By--

Application

Start Application

Click the “start application” button.

The screenshot shows a web browser window with the URL <http://www.dcs.virginia.gov/rocs/SelectLicense.aspx?process=APP>. The browser's address bar and menu bar are visible. The website header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left sidebar contains a "Menu" with links to "Licensing Home Page" and "Logout". The main content area is titled "Application for Licensure" and includes the instruction: "Select the profession, type and application method for the license you'd like to submit application." Below this is a section titled "License Type Selection" with three dropdown menus: "Profession:" (set to "Private Security Services"), "License Type:" (set to "RE Registration"), and "Obtained By Method:" (set to "Application"). At the bottom of this section is a "Start Application" button, which is highlighted by a double-headed arrow.

**Menu**

- Licensing Home Page
- Logout

**Application for Licensure**

Select the profession, type and application method for the license you'd like to submit application.

**License Type Selection**

Profession: Private Security Services

License Type: RE Registration

Obtained By Method: Application

**Start Application**

**You will see this page. Please note that you fingerprint applications must be mailed in with a fingerprint card and payment.**

The screenshot shows a web browser window displaying the DCJS website. The address bar shows the URL: <http://www.dcjs.virginia.gov/rocs/ProcessStart.aspx?process=APP>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, bookmarks, and check. The browser's address bar shows the URL: <http://www.dcjs.virginia.gov/rocs/ProcessStart.aspx?process=APP>. The browser's address bar shows the URL: <http://www.dcjs.virginia.gov/rocs/ProcessStart.aspx?process=APP>.

**DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES**  
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**Menu**

- ☐ Categories
- ☐ **CONTACT INFORMATION/MAILING ADDRESS**
- ☐ Employment
- ☐ **QUESTIONS**
- ☐ Finish
- Licensing Home Page
- Logout

**Applying For a License**

- If not already submitted within the last 90 days, submit a finger print processing application (**PSS\_FP**) and completed fingerprint card. For more information on Fingerprint Processing, please click [here](#).
- To request Fingerprint Cards, please click [here](#).
- For more information on the specific regulatory programs for which you are applying, please click [here](#).
- Complete the online application by completing the steps in the menu on the left side of the page. Payment is provided during the **"Finish"** step.

[Click Here to Start Your Application](#)

ProcessStart.aspx?process=APP

Click the button “Click Here to Start Your Application.”

The screenshot shows a web browser window displaying the DCJS website. The browser's address bar shows the URL <http://www.dcjs.virginia.gov/rocs/ProcessStart.aspx?process=APP>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar includes a Google search bar, a search button, and various icons for sharing, bookmarks, and checking. The browser's status bar at the bottom shows the page title "ProcessStart.aspx?process=APP", the Internet icon, and a 100% zoom level.

The website header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth".

The main content area is titled "Applying For a License" and contains a list of instructions:

- If not already submitted within the last 90 days, submit a finger print processing application (**PSS\_FP**) and completed fingerprint card. For more information on Fingerprint Processing, please click [here](#).
- To request Fingerprint Cards, please click [here](#).
- For more information on the specific regulatory programs for which you are applying, please click [here](#).
- Complete the online application by completing the steps in the menu on the left side of the page. Payment is provided during the "**Finish**" step.

On the left side of the page, there is a "Menu" section with the following items:

- ☐ Categories
- ☐ **CONTACT INFORMATION/MAILING ADDRESS**
- ☐ Employment
- ☐ **QUESTIONS**
- ☐ Finish
- Licensing Home Page
- Logout

At the bottom of the main content area, there is a button labeled "Click Here to Start Your Application" with arrows pointing to it from both sides.

You will see this page:

https://www.dcs.virginia.gov/rocs/AttributeLicenses.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

AttributeLicenses

☐ CONTACT INFORMATION/MAILING ADDRESS  
☐ Employment  
☐ QUESTIONS  
☐ Finish  
[Licensing Home Page](#)  
[Logout](#)

Please select the categories from the list below that you would like to have on your credential. Please be sure to choose the Obtained By Method of "Application" and check the "Selected" check box for the categories you would like to apply for. Click **Save** to move to the next step.

Category	Obtained By Method	Selected
RE01 Armed Security Officer	▼	<input type="checkbox"/>
RE02 Private Investigator	▼	<input type="checkbox"/>
RE03 Armored Car Personnel	▼	<input type="checkbox"/>
RE04 Security Canine Handler	▼	<input type="checkbox"/>
RE07 Handgun	▼	<input type="checkbox"/>
RE08 Shotgun	▼	<input type="checkbox"/>
RE09 Advanced Handgun	▼	<input type="checkbox"/>
RE11 Unarmed Security Officer	▼	<input type="checkbox"/>
RE21 Electronic Security Tech Assistant	▼	<input type="checkbox"/>
RE25 Locksmith	▼	<input type="checkbox"/>
RE31 Alarm Respondent	▼	<input type="checkbox"/>
RE32 Unarmed Personal Protection Spec	▼	<input type="checkbox"/>
RE33 Armed Personal Protection Spec	▼	<input type="checkbox"/>
RE35 Electronic Security Technician	▼	<input type="checkbox"/>
RE38 Central Station Dispatcher	▼	<input type="checkbox"/>
RE39 Electronic Security Sales Rep	▼	<input type="checkbox"/>

Save

Done Internet 100%

1. Select your categories such as armed security officer, handgun, and shotgun.
2. Select “obtained by method” as application.
3. Make sure to check the box next to each selected category in the “selected” column.

http://www.dcjs.virginia.gov/rocs/AttributeLicenses.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

AttributeLicenses corporate\_complete

Page Safety Tools

☐ CONTACT INFORMATION/MAILING ADDRESS

☐ Employment

☐ QUESTIONS

☐ Finish

Licensing Home Page

Logout

Please select the categories from the list below that you would like to have on your credential. Please be sure to choose the Obtained By Method of "Application" and check the "Selected" check box for the categories you would like to apply for. Click **Save** to move to the next step.

Category	Obtained By Method	Selected
→ RE01 Armed Security Officer	Application	<input checked="" type="checkbox"/>
RE02 Private Investigator		<input type="checkbox"/>
RE03 Armored Car Personnel		<input type="checkbox"/>
RE04 Security Canine Handler		<input type="checkbox"/>
→ RE07 Handgun	Application	<input checked="" type="checkbox"/>
RE08 Shotgun	Application	<input checked="" type="checkbox"/>
RE09 Advanced Handgun		<input type="checkbox"/>
RE11 Unarmed Security Officer		<input type="checkbox"/>
RE21 Electronic Security Tech Assistant		<input type="checkbox"/>
RE25 Locksmith		<input type="checkbox"/>
RE31 Alarm Respondent		<input type="checkbox"/>
RE32 Unarmed Personal Protection Spec		<input type="checkbox"/>
RE33 Armed Personal Protection Spec		<input type="checkbox"/>
RE35 Electronic Security Technician		<input type="checkbox"/>
RE38 Central Station Dispatcher		<input type="checkbox"/>
RE39 Electronic Security Sales Rep		<input type="checkbox"/>

Save

Internet 100%



1. If you are an unarmed security officer, select RE11 Unarmed Security Officer.
2. Select "obtained by method" as application.
3. Make sure to check the box next to each selected category in the "selected" column.

http://www.dcs.virginia.gov/rocs/AttributeLicenses.aspx

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Google Search

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http://www.dcs.virginia.gov... AttributeLicenses

Page Safety Tools

**Menu**

- ☐ Categories
- ☐ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

### Available Categories

Please select the categories from the list below that you would like to have on your credential. Please be sure to choose the Obtained By Method of "Application" and check the "Selected" check box for the categories you would like to apply for. Click **Save** to move to the next step.

Category	Obtained By Method	Selected
RE01 Armed Security Officer		<input type="checkbox"/>
RE02 Private Investigator		<input type="checkbox"/>
RE03 Armored Car Personnel		<input type="checkbox"/>
RE04 Security Canine Handler		<input type="checkbox"/>
RE07 Handgun		<input type="checkbox"/>
RE08 Shotgun		<input type="checkbox"/>
RE09 Advanced Handgun		<input type="checkbox"/>
RE11 Unarmed Security Officer	Application	<input checked="" type="checkbox"/>
RE21 Electronic Security Tech Assistant		<input type="checkbox"/>
RE25 Locksmith		<input type="checkbox"/>
RE31 Alarm Respondent		<input type="checkbox"/>
RE32 Unarmed Personal Protection Spec		<input type="checkbox"/>
RE33 Armed Personal Protection Spec		<input type="checkbox"/>
RE35 Electronic Security Technician		<input type="checkbox"/>
RE38 Central Station Dispatcher		<input type="checkbox"/>
RE39 Electronic Security Sales Rep		<input type="checkbox"/>

Done Internet 100%



After you've made your selections, click the "save" button at the bottom left of the screen.

http://www.dcjs.virginia.gov/rocs/AttributeLicenses.aspx

File Edit View Favorites Tools Help

Google Search

AttributeLicenses corporate\_complete

☐ CONTACT INFORMATION/MAILING ADDRESS

☐ Employment

☐ QUESTIONS

☐ Finish

Licensing Home Page

Logout

Please select the categories from the list below that you would like to have on your credential. Please be sure to choose the Obtained By Method of "Application" and check the "Selected" check box for the categories you would like to apply for. Click **Save** to move to the next step.

Category	Obtained By Method	Selected
RE01 Armed Security Officer	Application	<input checked="" type="checkbox"/>
RE02 Private Investigator		<input type="checkbox"/>
RE03 Armored Car Personnel		<input type="checkbox"/>
RE04 Security Canine Handler		<input type="checkbox"/>
RE07 Handgun	Application	<input checked="" type="checkbox"/>
RE08 Shotgun	Application	<input checked="" type="checkbox"/>
RE09 Advanced Handgun		<input type="checkbox"/>
RE11 Unarmed Security Officer		<input type="checkbox"/>
RE21 Electronic Security Tech Assistant		<input type="checkbox"/>
RE25 Locksmith		<input type="checkbox"/>
RE31 Alarm Respondent		<input type="checkbox"/>
RE32 Unarmed Personal Protection Spec		<input type="checkbox"/>
RE33 Armed Personal Protection Spec		<input type="checkbox"/>
RE35 Electronic Security Technician		<input type="checkbox"/>
RE38 Central Station Dispatcher		<input type="checkbox"/>
RE39 Electronic Security Sales Rep		<input type="checkbox"/>

Save

Internet 100%

It will ask you to verify your address. Edit if necessary. If it is correct, please select the “complete” button.

http://www.dcjs.virginia.gov/rocs/Demographics.aspx

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http://www.dcjs.virginia... corporate\_complete

Page Safety Tools

# DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

*Improving and promoting public safety in the Commonwealth*

## Menu

- ☒ Categories
- ☒ Contact Information/Mailing Address
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

### Contact Information/Mailing Address

Please review your contact information below. Press the **edit button** to edit the contact information or mailing address. If no changes are necessary, press the **complete button** to mark this step complete.

Full Name: Example Profile Address: 123 Street Road  
Richmond, VA 23235

Phone\*: 1234567890

Email:

Edit Complete

Demographics.aspx Internet 100%

The next screen is to verify employment. If you are not yet employed, click the “complete” button.

http://www.dcjs.virginia.gov/rocs/EmploymentList.aspx

File Edit View Favorites Tools Help

Google Search

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http://www.dcjs.virginia.gov/rocs/EmploymentList.aspx corporate\_complete

Page Safety Tools

**DCJS** VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
*Improving and promoting public safety in the Commonwealth*

**Menu**

- ☒ Categories
- ☒ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

**Employment Information**

This page displays the employment records associated with the person record. Click the **edit link** to update an employment record. If no changes are necessary, press the **complete button** to mark this step complete.

No employment records

Add Complete

Internet 100%

If you are employed, click the “add” button.

https://www.dcjs.virginia.gov/rocs/EmploymentList.aspx

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https://www.dcjs.virginia.gov/rocs/EmploymentList.a...

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**Menu**

- ☒ Categories
- ☒ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

**Employment Information**

This page displays the employment records associated with the person record. Click the **edit link** to update an employment record. If no changes are necessary, press the **complete button** to mark this step complete.

No employment records

Add Complete

Done Internet 100%

**You will then see the search for employer screen. Fill in employer name, city, and state.**

https://www.dcjs.virginia.gov/rocs/EmployerSearch.aspx

File Edit View Favorites Tools Help

Google Search

Search

Share Bookmarks Check Sign In

Favorites Suggested Sites Free Hotmail Web Slice Gallery

https://www.dcjs.virginia.gov/rocs/EmployerSearch.a...

Page Safety Tools

### Menu

- ☒ Categories
- ☒ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

## Search for an Employer

All employment records must have an employer record associated with them. This form allows you to search for your employer. Enter the information in the fields below and press the **search button**.

**NOTE:** If you are unsure of the spelling, you may perform a 'wildcard' search by placing an asterisk \* before and/or after the name or portion of the name. For instance, s\* will display all names starting with 's' or \*s\* will display all names that have an 's' in the name.

**NOTE:** All fields are required for searching.

Employer Name:

City:

State:

### Search Results

Done Internet 100%

Click the “search” button.

The screenshot shows a web browser window with the address bar displaying <https://www.dcs.virginia.gov/rocs/EmployerSearch.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a Google search bar, Search, Share, Bookmarks, and Check buttons. The page content features a left-hand menu with the following items: Categories (checked), CONTACT INFORMATION/MAILING ADDRESS (checked), Employment, QUESTIONS, Finish, Licensing Home Page, and Logout. The main content area is titled "Search for an Employer" and contains the following text: "All employment records must have an employer record associated with them. This form allows you to search for your employer. Enter the information in the fields below and press the **search** button." Below this is a **NOTE:** "If you are unsure of the spelling, you may perform a 'wildcard' search by placing an asterisk \* before and/or after the name or portion of the name. For instance, s\* will display all names starting with 's' or \*s\* will display all names that have an 's' in the name." Another **NOTE:** states "All fields are required for searching." The search form consists of three input fields: "Employer Name:", "City:", and "State:" (with a dropdown menu currently showing "VA"). Below the form is a "Search" button, which is highlighted with a black arrow pointing to it from the left. At the bottom of the page is a "Cancel" button. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Menu

- ☒ Categories
- ☒ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Employment
- ☐ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

### Search for an Employer

All employment records must have an employer record associated with them. This form allows you to search for your employer. Enter the information in the fields below and press the **search** button.

**NOTE:** If you are unsure of the spelling, you may perform a 'wildcard' search by placing an asterisk \* before and/or after the name or portion of the name. For instance, s\* will display all names starting with 's' or \*s\* will display all names that have an 's' in the name.

**NOTE:** All fields are required for searching.

Employer Name:

City:

State:

### Search Results

You will see your employer listed. Click on the name of the employer and it will take you to this screen.

https://www.dcss.virginia.gov/rocs/employmentAdd.aspx?t\_employment\_\_employer\_id=93755&emf

File Edit View Favorites Tools Help

Google Search

https://www.dcss.virginia.gov/rocs/employmentAdd.aspx

**DCJS** VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
*Improving and promoting public safety in the Commonwealth*

**Menu**  
Licensing Home Page  
Logout

**Add an Employment Record**

To add a new employment record you must first search for an employer by clicking the **search link** next to the employer field. Once you have found your employer, complete the remaining fields and press the **save button** to save the record.

Employer:  [Search](#)

Position:

Start:  [Calendar](#)

End:  [Calendar](#)

Done Internet 100%

Fill in your position title and start date. You do not need an end date if listing your current employer.

The screenshot shows a web browser window with the URL [https://www.dcjs.virginia.gov/rocs/EmploymentAdd.aspx?t\\_employment\\_\\_employer\\_id=93755&emp](https://www.dcjs.virginia.gov/rocs/EmploymentAdd.aspx?t_employment__employer_id=93755&emp). The browser's address bar and search bar are visible. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left sidebar contains a "Menu" with links to "Licensing Home Page" and "Logout". The main content area is titled "Add an Employment Record" and includes instructions: "To add a new employment record you must first search for an employer by clicking the **search link** next to the employer field. Once you have found your employer, complete the remaining fields and press the **save button** to save the record."

The form fields are as follows:

- Employer:  Search
- Position:
- Start:  Calendar
- End:  Calendar
- Save

The "Position" and "Start" fields are grouped by a bracket on the left. The "End" field is also grouped by a bracket on the right. The "Save" button is located at the bottom of the form.



When finished, click the “save” button.

The screenshot shows a web browser window with the URL [https://www.dcjs.virginia.gov/rocs/EmploymentAdd.aspx?t\\_employment\\_\\_employer\\_id=93755&emp](https://www.dcjs.virginia.gov/rocs/EmploymentAdd.aspx?t_employment__employer_id=93755&emp). The browser's address bar and menu bar are visible at the top. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left sidebar contains a "Menu" with links to "Licensing Home Page" and "Logout". The main content area is titled "Add an Employment Record" and includes instructions: "To add a new employment record you must first search for an employer by clicking the **search link** next to the employer field. Once you have found your employer, complete the remaining fields and press the **save button** to save the record." Below the instructions are four input fields: "Employer:" (with a "Search" button next to it), "Position:", "Start:", and "End:". To the right of the "Start:" and "End:" fields are two "Calendar" links. At the bottom of the form is a "Save" button, which is highlighted by a horizontal line with arrows pointing towards it from both sides. The browser's status bar at the bottom shows "Done" and "Internet".

https://www.dcjs.virginia.gov/rocs/EmploymentAdd.aspx?t\_employment\_\_employer\_id=93755&emp

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

Favorites Suggested Sites Free Hotmail Web Slice Gallery

https://www.dcjs.virginia.gov/rocs/EmploymentAdd.a...

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
Improving and promoting public safety in the Commonwealth

**Menu**  
Licensing Home Page  
Logout

**Add an Employment Record**

To add a new employment record you must first search for an employer by clicking the **search link** next to the employer field. Once you have found your employer, complete the remaining fields and press the **save button** to save the record.

Employer:  Search

Position:

Start:  Calendar

End:  Calendar


Save

Done Internet 100%

Notice how the left menu shows your progress with check boxes. You can click on any of them to go back to that page if you need to edit the information.



After the employer screen, the next screen asks about criminal history. Accurately and honestly answer the 2 questions.





**VIRGINIA DEPARTMENT OF  
CRIMINAL JUSTICE SERVICES**  
*Improving and promoting public safety in the Commonwealth*

**Menu**

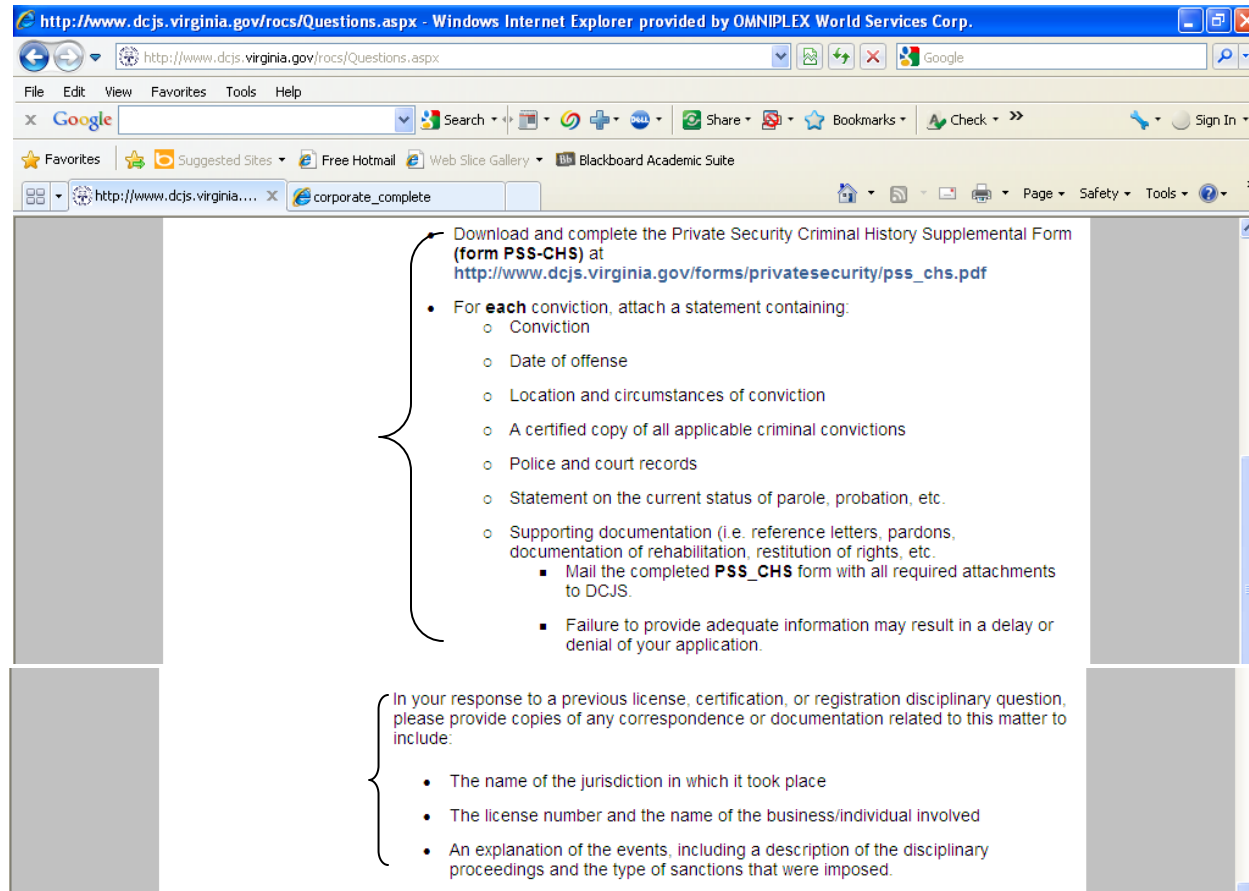
- ☒ Categories
- ☒ **CONTACT INFORMATION/  
MAILING ADDRESS**
- ☒ Employment
- ☐ Questions
- ☐ Finish
- Licensing Home Page
- Logout

### Application Questions

Please answer the following question(s) by choosing the respective answer(s) from the drop-down menu(s). Click the **submit button** when you have answered the question (s).

Question	Answer
Have you ever been convicted or found guilty of a felony or misdemeanor (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial, or are you currently under protective orders, that has not already been reported to the department?	Please Choose 
Have you committed any act or omission which resulted in a license or registration being suspended, revoked, not renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?	Please Choose 

**If you have a conviction or a previous security credential has been revoked, you need to report it as follows:**



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://www.dcs.virginia.gov/rocs/Questions.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows two tabs: <http://www.dcs.virginia.gov/rocs/Questions.aspx> and <http://www.dcs.virginia.gov/rocs/Questions.aspx>. The main content area displays instructions for reporting a conviction or a previous security credential that has been revoked. The instructions are as follows:

Download and complete the Private Security Criminal History Supplemental Form (form PSS-CHS) at [http://www.dcs.virginia.gov/forms/privatesecurity/pss\\_chs.pdf](http://www.dcs.virginia.gov/forms/privatesecurity/pss_chs.pdf)

- For **each** conviction, attach a statement containing:
  - Conviction
  - Date of offense
  - Location and circumstances of conviction
  - A certified copy of all applicable criminal convictions
  - Police and court records
  - Statement on the current status of parole, probation, etc.
  - Supporting documentation (i.e. reference letters, pardons, documentation of rehabilitation, restitution of rights, etc.)
    - Mail the completed **PSS-CHS** form with all required attachments to DCJS.
    - Failure to provide adequate information may result in a delay or denial of your application.

In your response to a previous license, certification, or registration disciplinary question, please provide copies of any correspondence or documentation related to this matter to include:

- The name of the jurisdiction in which it took place
- The license number and the name of the business/individual involved
- An explanation of the events, including a description of the disciplinary proceedings and the type of sanctions that were imposed.

Scroll to the bottom of the page and read the attestation.

The screenshot shows a web browser window with the address bar displaying `http://www.dcs.virginia.gov/rocs/Questions.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The page content is a list of questions, with the last one highlighted in blue. Below the questions is an 'Attestation' section with a text box for a statement and a 'Submit' button. The footer contains copyright information and a 'Contact Us' link.

documentation of rehabilitation, restitution of rights, etc.

- Mail the completed **PSS\_CHS** form with all required attachments to DCJS.
- Failure to provide adequate information may result in a delay or denial of your application.

In your response to a previous license, certification, or registration disciplinary question, please provide copies of any correspondence or documentation related to this matter to include:

- The name of the jurisdiction in which it took place
- The license number and the name of the business/individual involved
- An explanation of the events, including a description of the disciplinary proceedings and the type of sanctions that were imposed.

**Attestation**

By clicking the **submit button** you hereby swear or affirm under the penalties of perjury that you understand and have answered the questions truthfully to the best of your knowledge.

Submit

© 2011 Virginia Department of Criminal Justice Services [Contact Us](#)

Click the “submit” button.

The screenshot shows a web browser window with the address bar displaying `http://www.dcs.virginia.gov/rocs/Questions.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and other functions. The main content area of the page includes a list of bullet points regarding documentation of rehabilitation and a section titled "Attestation" with a paragraph about swearing or affirming under penalties of perjury. A blue "Submit" button is located at the bottom of the form, and a black arrow points directly to it from the left. The footer of the page contains the copyright notice "© 2011 Virginia Department of Criminal Justice Services" and a "Contact Us" link.

documentation of rehabilitation, restitution of rights, etc.

- Mail the completed **PSS\_CHS** form with all required attachments to DCJS.
- Failure to provide adequate information may result in a delay or denial of your application.

In your response to a previous license, certification, or registration disciplinary question, please provide copies of any correspondence or documentation related to this matter to include:

- The name of the jurisdiction in which it took place
- The license number and the name of the business/individual involved
- An explanation of the events, including a description of the disciplinary proceedings and the type of sanctions that were imposed.

**Attestation**

By clicking the **submit button** you hereby swear or affirm under the penalties of perjury that you understand and have answered the questions truthfully to the best of your knowledge.

**Submit**

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You will see a summary screen which will give you another chance to make any edits necessary.

Verify your registration categories.

http://www.dcjs.virginia.gov/rocs/Summary.aspx

File Edit View Favorites Tools Help

Google Search

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcjs.virginia.gov/rocs/Summary.aspx corporate\_complete

Page Safety Tools

**DCJS** VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
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**Menu**

- ☒ Categories
- ☒ CONTACT INFORMATION/MAILING ADDRESS
- ☒ Employment
- ☒ QUESTIONS
- ☐ Finish
- Licensing Home Page
- Logout

### Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the **pay fees** button to pay all applicable fees and submit your application.

#### Licenses

**RE Registration**

Profession: Private Security Services License Number: Pending License Status: Pending

Issue Date: Expiration Date:

Category(s)	Obtained by Method
RE01 Armed Security Officer	Application
RE07 Handgun	Application
RE08 Shotgun	Application

Done Internet 100%

Verify your address as the “licensee.”

http://www.dcs.virginia.gov/rocs/Summary.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check

Free Hotmail Web Slice Gallery Blackboard Academic Suite

RE07 Handgun	Application
RE08 Shotgun	Application

### Address Changes

Name: Example Profile

**Licensee Address:**

123 Street Road  
Richmond, VA 23235  
1234567890



Verify your answers to the criminal history questions.

The screenshot shows a web browser window with the address bar displaying `http://www.dcjs.virginia.gov/rocs/Summary.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The address bar shows two tabs: `http://www.dcjs.virginia....` and `corporate_complete`. The main content area displays a summary of criminal history information.

Question	Answer
Have you ever been convicted or found guilty of a felony or misdemeanor (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial, or are you currently under protective orders, that has not already been reported to the department?	N
Have you committed any act or omission which resulted in a license or registration being suspended, revoked, not renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?	N

The page also includes sections for Address Changes, Licensee Address, Employer Address, and Employment Changes.

To make any changes, use the menu on the left to go to the appropriate page to make your corrections.

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**Menu**

- ☒ Categories
- ☒ **CONTACT INFORMATION/MAILING ADDRESS**
- ☒ Employment
- ☒ **QUESTIONS**
- ☐ Finish
- Licensing Home Page
- Logout

### Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the **pay fees** button to pay all applicable fees and submit your application.

### Licenses

**RE Registration**

Profession: Private Security Services License Number: Pending License Status: Pending

Issue Date: Expiration Date:

Category(s)	Obtained by Method
RE01 Armed Security Officer	Application
RE07 Handgun	Application
RE08 Shotgun	Application

Once you verify that everything is correct, click the “add to cart” button at the bottom of the page.

The screenshot shows a web browser window with the address bar displaying <http://www.dcjs.virginia.gov/rocs/Summary.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for search, share, and other functions. The page content is as follows:

Question	Answer
Have you <b>ever been convicted or found guilty of a felony or misdemeanor</b> (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial, or are you currently under protective orders, that has not already been reported to the department?	N
Have you committed any act or omission which resulted in a license or registration being suspended, revoked, not renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?	N

**Employment Changes**

No employment records

**Categories**

Category	Obtained By Method	Selected
RE01 Armed Security Officer	Application	<input checked="" type="checkbox"/>
RE07 Handgun	Application	<input checked="" type="checkbox"/>
RE08 Shotgun	Application	<input checked="" type="checkbox"/>
RE09 Advanced Handgun	Application	<input checked="" type="checkbox"/>

If all the above information is correct please press the **add to cart button** . Otherwise please go back and correct any information that is necessary.

**Add To Cart**

© 2011 Virginia Department of Criminal Justice Services [Contact Us](#)

This is the cart page.

Menu

- Licensing Home Page
- Logout

## Cart

The list below shows all the items in your cart. To pay for the items, click the **checkout** button. Use the **update** and **remove** buttons to modify your cart.

If a third party (such as an employer) is going to pay for your application, please give the Token number below to them. The third party can then log into this system and will place your token number in the box below and click **import**. This will add your fee(s) to the payer's cart and allow them to pay for your application.

To import items into your cart, enter the tokens provided to you in the field below and click **import**. Multiple items can be imported by separating each token with a space.

Licensee	Token	Description	Fee Amount		
Sample Profile	1091049921	Application for Private Security Services/RE Registration		Update	Remove
		Application Fee	\$25.00		
		Category Fee	\$0.00		
		Firearms Category Fee	\$10.00		
		Firearms Category Fee	\$0.00		
		Firearms Category Fee	\$0.00		
		Total	\$35.00		

Checkout

## If a Third-Party is Paying for Your Application

Notice the text underlined in the second paragraph—it is not underlined on the web—as it explains how to let a third-party pay for your application. Notice the “token” column. This is the number you need to send to your employer or other third party if they are paying for your credentials. Do NOT click the “CHECKOUT” button.

The screenshot shows a web browser window with the URL <http://www.dcs.virginia.gov/rocs/Cart.aspx>. The page title is "Cart". Below the title, there is a paragraph explaining that the list shows items in the cart and that users can click the "checkout" button to pay. It also mentions that users can use "update" and "remove" buttons to modify their cart. A yellow arrow points to the "Import" button, which is located next to a text input field. Below this, there is a table with the following data:

Licensee	Token	Description	Fee Amount	Update	Remove
Sample Profile	1091049921	Application for Private Security Services/RE Registration			
		Application Fee	\$25.00		
		Category Fee	\$0.00		
		Firearms Category Fee	\$10.00		
		Firearms Category Fee	\$0.00		
		Firearms Category Fee	\$0.00		
		Total	\$35.00		

At the bottom of the page, there is a "Checkout" button. The browser's status bar at the bottom shows "Done" and "Internet".

## If You are Paying for Your Own Applications

Click the “checkout” button.

The screenshot shows a web browser window with the URL <https://www.dcs.virginia.gov/rocs/Cart.aspx>. The page has a navigation menu on the left with links to 'Licensing Home Page' and 'Logout'. The main content area is titled 'Cart' and contains instructions on how to use the cart. Below the instructions is an 'Import' button next to a text input field. A table lists the items in the cart, including fees for the 'Fay K Profile' and a 'Total' of \$35.00. At the bottom of the table, there is a 'Checkout' button, which is highlighted with a red arrow.

**Menu**

- Licensing Home Page
- Logout

### Cart

The list below shows all the items in your cart. To pay for the items, click the **checkout** button. Use the **update** and **remove** buttons to modify your cart.

If a third party (such as an employer) is going to pay for your application, please give the Token number below to them. The third party can then log into this system and will place your token number in the box below and click **import**. This will add your fee(s) to the payer's cart and allow them to pay for your application.

To import items into your cart, enter the tokens provided to you in the field below and click **import**. Multiple items can be imported by separating each token with a space.

Licensee	Token	Description	Fee Amount		
Fay K Profile	1468563472	Application for Private Security Services/RE Registration		<input type="button" value="Update"/>	<input type="button" value="Remove"/>
		Application Fee	\$25.00		
		Category Fee	\$0.00		
		Firearms Category Fee	\$10.00		
		<b>Total</b>	<b>\$35.00</b>		

**You will come to the payment screen. Fill out the billing address information.**

https://www.dcjs.virginia.gov/rocs/Checkout.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

Favorite Suggested Sites Free Hotmail Web Slice Gallery

https://www.dcjs.virginia.gov/rocs/Checkout.aspx

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**Menu**  
Licensing Home Page  
Logout

**Pay License Fees**

This is a secure credit card payment site. Please enter your billing address and credit card information in the form below. Press the **submit button** to pay your fees and submit your application. Once you submit, you have sent your application and fees to the Agency for processing. You will receive a confirmation page which includes a receipt number. Please print off this confirmation page and retain for your records. The confirmation page will serve as your receipt.

**Billing Address**

First Name:

Last Name:

Street Address:

City:

State:

Zipcode:

Country:

Done Internet 100%

Then fill out credit card information.

https://www.dcss.virginia.gov/rocs/Checkout.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

Favorite Suggested Sites Free Hotmail Web Slice Gallery

https://www.dcss.virginia.gov/rocs/Checkout.aspx

### Application Fees

License Number	Description	Fee Amount
Pending	Application Fee	\$25.00
Pending	Category Fee	\$0.00
Pending	Firearms Category Fee	\$10.00

### Credit / Debit Card Information

☒ Credit Card ☐ Debit Card ☐ Commercial Card

Name on Account:

Credit Card Type: Visa

Credit Card Number:

Expiration Date: 01  2011

Card Verification No:  [What's This?](#)

### Fee Totals

Fee Amount: \$35.00

Total Amount: \$35.00

Done Internet 100%



When finished, click the “submit” button to process and receive a receipt.

The screenshot shows a web browser window with the URL <https://www.dcs.virginia.gov/rocs/Checkout.aspx>. The browser's address bar and search bar are visible at the top. The main content area is titled "Application Fees" and contains a table with the following data:

License Number	Description	Fee Amount
Pending	Application Fee	\$25.00
Pending	Category Fee	\$0.00
Pending	Firearms Category Fee	\$10.00

Below the table is the "Credit / Debit Card Information" section. It has three radio buttons: "Credit Card" (selected), "Debit Card", and "Commercial Card". The fields for the credit card are:

- Name on Account:
- Credit Card Type:
- Credit Card Number:
- Expiration Date:
- Card Verification No:

There is a link "What's This?" next to the Card Verification No field.

Below the card information is the "Fee Totals" section:

Fee Amount: \$35.00  
Total Amount: \$35.00

At the bottom of the form is a "Submit" button, which is highlighted with a horizontal line and arrows pointing to it from both sides.